

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
[Institute of National Importance established under the Act of
Parliament]

Mubarakpur, Mukhetia, Bahadurpur

Post: Harbanshanj, Jais, Amethi

Pin Code- 229 304

Website: www.rgipt.ac.in

OPEN TENDER

FOR

PROCUREMENT OF 10 Nos. LAPTOP

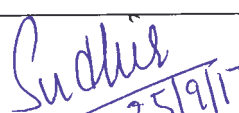
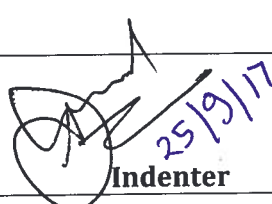
i) Last date of receipt of tender	24.10.2017 (Tuesday)	03.30 pm
ii) Opening of Techno-Commercial Bids	24.10.2017 (Tuesday)	04.30 pm
iii) Opening of Price Bid	At later date	

Tender No. RGIPT/Jais/Laptop/2017-18/-01

The information provided by the bidders in response to this Tender Document will become the property of RGIPT and will not be returned. RGIPT reserves the right to amend, rescind or reissue this Tender Document and all amendments will be advised to the bidders and such amendments will be binding on them.

OPEN TENDER ENQUIRY FOR THE SUPPLY & INSTALLATION OF
10 Nos. Laptop
AT RAIIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI
(IN TWO PART BID SYSTEM)

Sealed Tenders are invited for the **PROCUREMENT OF 10 Nos. LAPTOP** from the Manufacturers and Authorized Dealers by the Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.

Opening of Tender	24.10.2017 (Tuesday) at 04.30 pm
Place of Opening of Tender	Administrative Block, Second Floor, Conference Hall, Rajiv Gandhi Institute of Petroleum Technology, Jais, District - Amethi
Tender No.	RG IPT/Jais/Laptop/2017-18/1
Tender Date	25.09.2017 (Tuesday)
Item Description	Procurement of Laptop
Last date of submission of tender	24.10.2017 (Tuesday) upto 03.30 pm
Place of Submission	Dispatch Section, First Floor, Administrative Block, Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia, Bahadurpur POST: Harbanshganj, Jais, Amethi - 229304
Tender Type	Two Bid System: Tender should be submitted on the schedule to tender and returned with your covering letter in the enclosed form duly signed. Your quotation must be submitted in two envelopes (i) Techno-Commercial Bid and (ii) Price Bid subscribing on both the envelopes the tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly subscribed with our Tender No. & Due Date. <u>The Price bid will be opened only of those firms, who will be found technically qualified after evaluation of their Techno-Commercial bids.</u>
Technical Clarification	Name: Mr. Anil Verma Email: averma@rgipt.ac.in Contact: 07376689525
Any other Clarification	Stores & Purchase Officer Email: sarora@rgipt.ac.in Contact: 09450376642
Other Conditions (apart from General Terms & Conditions)	EMD of Rs. 30720.00 (Rupees Thirty thousand seven hundred twenty only) must be enclosed in a separate sealed envelope. <i>Tenders not accompanied with prescribed earnest money deposit (EMD) are liable to be rejected.</i>
Date: 25/9/17	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  Stores & Purchase Officer </div> <div style="text-align: center;">  Indenter </div> </div>

NOTICE INVITING TENDER

Tender Enquiry No.: RGIPT/JAIS/Laptop/2017-18/01

Dated: 25.09.2017

Rajiv Gandhi Institute of Petroleum Technology, Jais, District - Amethi being set up by the Ministry of Petroleum and Natural Gas (MOP&NG), Government of India, as an apex level Educational Institute of National Importance in line with IIT's under an Act of Parliament. The Institute is empowered to award degrees in its own right. RGIPT is co-promoted as an energy domain specific institute by six leading Oil Public Sector Units (ONGC, IOCL, OIL, GAIL, BPCL and HPCL) in association with the Oil Industry Development Board (OIDB). The Institute is associating with leading International Universities/Institutions specializing in the domain of Petroleum Technology. Institute would like to procure the **10 Nos. Laptop** for which sealed Offers/Tenders are invited from the reputed & bonafide Manufacturers and Authorized Dealers/Distributers.

1. Brief Details of item(s)/ material

10 Nos. Laptop (02 Nos. Light Weight Laptop and 08 Nos. Basic Latest Configuration Laptop)

The Detailed Technical Specifications of the material to be procured under this tender are given separately in **Annexure - I**.

2. The Bidders are requested to give detailed tender in two Parts i.e.

Part - I: Techno-Commercial

Bid. Part - II: Price Bid.

Detailed procedure for submission of bids/offers is given in Annexure - II

I - Techno-Commercial Bid

- a) **Submission of compliance sheet as per Annexure-III** is essential part of Techno-Commercial Bid. If there is any deviation in specifications of material/ items, record with complete details. Attach separate sheets wherever required. The Institute reserves the right to decide on such deviation/s.
- b) Provide complete information in **Annexure-IV**. This part of the tender shall contain company profile and commercial terms & conditions of contract for the supplies to be made and services to be rendered.
- c) Provide the Declaration on company's letter head as suggested in the **Annexure-IV - A**.
- c) No brochures/leaflets etc. should be submitted in loose form. Please indicate page nos. on your quotation.
- d) Bidder shall provide duly signed certificate (Non-Blacklisting Declaration) as enclosed at **Annexure-V** with Techno-Commercial Bid.
- e) Price Reasonability Certificate as per enclosed format - **Annexure - VI**
- d) The technical offer should not contain any price information.**

II - Price Bid

- a) The Price Bid shall contain rates of the items. **The price should be FOR Destination** and be quoted indicating the basic price, discount on basic price, taxes and duties as applicable.

- b) In case of any discrepancy in the rates indicated in the Price bid either in figures or words, the rates in words will be considered for evaluation.
c) Format of price bid is enclosed with document and annexed as **Annexure-VII**

3. Contact for information:

a) For any Technical Details:

Mr. Anil Verma
Network & System Administrator & Head-IT
Rajiv Gandhi Institute of Petroleum
Technology, Jais, Amethi
Uttar Pradesh, India
Email: averma@rgipt.ac.in
Mob: 07376689525

b) For any commercial terms and condition:

Stores and Purchase Officer
Tel: 09450376642
Email: sarora@rgipt.ac.in

4. Bids Addressed to the:

The Director
Administrative Block
Rajiv Gandhi Institute of Petroleum Technology,
Mubarakpur, Mukhetia, Bahadurpur
POST: Harbanshganj, Jais, Amethi - 229304

Bids shall be submitted to: Dispatch Section, First Floor, Administrative Block,
Rajiv Gandhi Institute of Petroleum Technology,
Mubarakpur, Mukhetia, Bahadurpur
POST: Harbanshganj, Jais, Amethi - 229304

Time and Date of Submission: On or before 03.30 PM on 24.10.2017 (Tuesday).

- **Time and Date of opening Techno-Commercial Bid: At 04.30 PM on 24.10.2017.**
- **Opening of part-II (Price Bid) will be intimated later to technically qualified tenderers after scrutiny of Techno-Commercial part.**

RGIPT, Jais will not be responsible, for submission / delivery of quotation at wrong places.

5. Instructions to Bidders:

- If the bid is submitted by authorized dealer/ distributor for branded makes, a authorization letter from principals clearly indicating that the vendor is the authorized to sell and provide services for the items mentioned in the scope of supply given in tender documents shall be produced.*
- Purchase Orders if any, for identical equipments supplied to other IISERs/IITs/Central Universities etc. for the preceding two years should be given together with the prices eventually or finally paid.
- Copy of PAN No. & GST No. allotted by the concerned authorities should be enclosed.
- In case of foreign quote, the address of Principal's / Manufacturer's and their Banker's details should be furnished along with certificate.

- v) All pages of the tender document shall be invariably signed by the authorized Personnel and Company's rubber stamp affixed. Photocopies of all certificates shall be self-attested by the authorized personnel. There shall be no corrections or overwriting in the tender document. Corrections, if any, should be made clearly and countersigned.
- vi) The makes/brand and name and address of the manufacturer, Country of Origin, and currency in which rates are quoted are to be clearly mentioned.
- vii) Period of delivery, Period of Warranty should be mentioned specifically.
- viii) Training charges (if any) be quoted separately.

6. Other Terms and Conditions

- a) RGIPT, Jais, Amethi reserves the right to accept or reject any bid in part or full without assigning any reason whatsoever. The Institute will not hold any responsibility for postal loss or delay of any bid.
- b) **Period of validity of bids:** Bids shall be valid for a minimum period of **90 days** from the date of opening of the Techno-Commercial Bid.
- c) **Delivery Period :** The required quantity of material have to be delivered and installed within **6-8 weeks or as needed** from the date of issue of the Purchase Order.
- d) In case your quote is Ex-works basis estimated insurance coverage charges may please be indicated.
- e) In case of Foreign Quote, the mode of dispatch should be by Air / Post Parcel. The approximate dimensions of the packages and weight of consignment are to be indicated.
- f) In case of INR bids the price quoted should be on F.O.R., RGIPT, Jais, District - Amethi. Govt. Levies like excise duty, sales tax, octroi, WCT etc., if any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, Excise Duty, VAT/ Central Sales Tax etc. Please note that RGIPT is exempted from payment of Central Excise duty vide Govt. Notification No.10/97- Central Excise dated 1st March, 1997.
- g) **Being an Educational and Research Institute RGIPT is exempted from payment of Custom Duty vide Govt. Notification No.51/96-Customs dated 23rd July, 1996. (Copy of DSIR Certificate will be provided to the vendor, if required)**
- h) For imported items the agency commission payable to Indian Agent may be indicated. Agency commission will be paid in INR after satisfactory commissioning and acceptance of the item.
- i) **EMD (Earnest Money Deposit):** The Techno-commercial Bids must accompany a crossed Demand Draft of **Rs.30720.00 (Rupees Thirty thousand seven hundred twenty only)** drawn on any Nationalized bank and in favor of "**Rajiv Gandhi Institute of Petroleum Technology**" payable at **Rae Bareli** for earnest money. No interest shall be paid on earnest money deposited.
 - i) The EMD of the unsuccessful bidders will be returned after finally award of the Job to a successful bidder/ acceptance of the tender and within reasonable time not exceeding six months from the date of opening of Tender. The EMD will carry no interest.
 - ii) **The EMD will be forfeited if the bidder withdraws his offer before finalization of the tender.**
 - iii) **The EMD of successful bidder will be returned after the submission of Performance Security.**

7. Evaluation Criteria

The order will be awarded to the vendor, whose rate is L1 in each item (02 Nos. Light Weight Laptop and 08 Nos. Basic Latest Configuration Laptop). **MOST IMPORTANT** - For evaluation below conditions must be fulfilled by the vendor –

- a) The Bidder should attach an **EMD for Rs. 30,720/-** (Thirty Thousand Seven Hundred Twenty only) as per the procurement policy.
- b) The **authorization certificate from OEM** (Original Equipment Manufacturer).
- c) The registration number of the firm along with the **copy of GST & PAN No.** must be attached in the tender document.
- d) The Bidder or their OEM should possess valid ISO 9001:2008 & 14001:2004 Certification for the Production / Manufacturing Process.
- e) OEM should be from the top 5 vendors in IDC worldwide PC shipments in the last three years.
- f) The bidder should be an established OEM in India or their authorized partner for Computer Desktops / Laptops and should have been in this business for a period exceeding three years.
- g) As on date of submission of the proposal, the bidder must not be blacklisted by any Central/State Government organizations nor is any criminal case pending against the bidder in any court of Law.
- h) Bidder should enclose the copies of last 3-year Balance sheet duly authenticated by a Chartered Accountant.

8. Performance Security

The successful bidder will provide “Performance Security” for an amount of 10% of the contract value in the form of valid Account payee Demand Draft from a scheduled bank. Performance security should remain valid at least for a period of 180 days beyond the date of completion of all contractual obligations of supplier (Total Period of FDR/Demand Draft – one and half year). Thereafter the security will be returned, provided there is no defect in the equipment supplied. The Performance security is to be furnished within 21 days of intimation/order.

9. Penalty for delayed supply and installation

Time is the essence of the contract. If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, RGIPT will recover liquidated damage from the firm at the rate of 0.5% percent of the value of undelivered goods per day or part thereof, subject to a maximum of 10% of the value of undelivered goods. In case of non-delivery RGIPT will have the option to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.

Due consideration will be given to waive levy of penalty for the reasons absolutely beyond suppliers control for which documentary evidence will have to be provided. The request for extension in delivery giving reasons and supporting documents shall have to be made available within one month on completion of the supply, and no request to waive levy of penalty will be entertained / reviewed during the execution of order.

10. Payment Terms

For Indigenous items: 80% payment shall be made against satisfactory delivery and balance 20% after successful assembly, installation & commissioning of the item certified by the Indenter.

For imported items: (a) 100% payment shall be made only by Irrevocable Letter of Credit.

Out of which - 80% will be paid against submission of following documents:

1. Air way Bills – 2 copies
2. Packing List – 2 copies
3. Invoice for shipping – 4 copies

Balance 20 % will be paid after successful assembly, installation and acceptance of item by purchaser.

Foreign currency payment – LC will be open in the name of the principal. 80% payment will be released on receipt of above documents without any discrepancies through letter of credit and balance 20% will be paid after successful assembly, installation and acceptance of item.

Reimbursement of Expenses in Indian Rupees –Payment will be made after receipt/ satisfactory assembly, installation, testing & commissioning of item as certified by the Indenter. ***The payment indigenous items, nominal custom duty, Custom Clearance, Insurance and transportation charges will be paid in Indian currency to Indian Agent on production of bill supported by documentary proof Verified by the Indenter.***

- Note. I.** All bank charges outside India shall be borne by the supplier.
- II.** LC will be opened on receipt of unconditional acceptance of purchase order.
- III.** Accepted term of payment shall be clearly indicated in Tender/ Offer document.

11. REPLACEMENTS OF GOODS BROKEN, DAMAGED OR SHORT

If whole or part of the goods/ equipment supplied against the order is found defective/ non-functional or without specification the supplier will have to replace the defective goods/equipment to make equipment operational within a reasonable time (not exceeding two months from the date of intimation to the supplier or the Indian Agent), failure to which the supplier will have to refund the full cost of the equipment including freight, Insurance etc.

12. STATUTORY VARIATION

Any statutory increase or decrease in the taxes and duties subsequent to the offer under this tender if it takes place within the original contractual delivery date will be to RGIPT account subject to the claim being supported by documentary evidence. No increase due to such variation shall be allowed for the portion of the delivery after the original contractual delivery date. However, if any decrease takes place after the contractual delivery date, the advantage will have to be passed on to RGIPT.

13. RGIPT does not accept the printed conditions of any Tenderer. It will be ignored without any reference; hence tenderers should withdraw such printed conditions if they have any. **RGIPT shall accept only unconditional tender.**

14. If technical deviations furnished by the Tenderer are not agreeable to RGIPT, the offers may be ignored. However it will be solely at discretion of RGIPT to consider the technical deviations OR not for considering the Tenderer. No correspondences of the Tenderer will be entertained in this matter.

15. In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, RGIPT, Jais, District - Amethi shall be final.

16. The bid document/resultant contract will be interpreted under Indian Laws.

17. Jurisdiction

The disputes, legal matters, court matters, if any, shall be subject to Rae bareli Jurisdiction only.

Stores and Purchase Officer

Technical Specification of 02 No's Light Weight Laptop

Sl. No.	Technical Specification
1	Processor: Intel core i5 7th generation i5 7200 U 2.5 Ghz
2	Chipset: Intregated with processor
3	Memory 8GB (Min)- 1866MHz LPDDR3 / soldered to system board, no sockets
4	HDD (Min) - 256 GB SSD
5	Screen Size and Resolution -14.0" (355mm) FHD (1920x1080), anti-glare, LED backlight, IPS, 300 nits, 16:9 aspect ratio, 700:1 contrast ratio, 170° viewing angle
6	Keyboard & Mouse-6-row, spill-resistant, multimedia Fn keys, & TrackPoint® pointing device and button less Mylar surface multi-touch touchpad
7	Wi-Fi & BT: Bluetooth 4.1 wireless, integrated in Wi-Fi + Bluetooth combo adapter.
8	Camera: HD720p resolution, fixed focus
9	Fingerprint: Integrated Finger Print Reader
10	HD Audio, Conexant® CX11871 codec / stereo speakers, 2W x 2 / dual array microphone, combo audio/microphone jack
11	Case Material: Display cover: CFRP/GFRP hybrid; Bottom: magnesium alloy hybrid
12	Expansion Ports- Two USB 3.1 Gen 1 (USB 3.0, one Always On), two USB 3.1 Type-C Gen 2 / Thunderbolt 3 (support data, video, and power delivery), HDMI 1.4b, Ethernet extension connector, MicroSD card reader, supports UHS-II microSD card
13	Operating Systems- DOS
14	Battery: Integrated Li-Polymer 3-cell (57Wh) Rapid Charge battery 15.5 hr Backup
15	AC adapter: 45W or 65W AC adapter
16	Max Weight- 1.20 Kg
17	Mil-Spec test: MIL-STD-810G military certification
18	Carry Case- Bag Pack
19	Certifications: EPEAT Gold ; ENERGY STAR 6.1; RoHS-compliant
20	Warranty-3 Year on-site warranty on Laptop

Signature of the Tenderer
With Company Seal

Date:
Place:

Technical Specification of 08 No's of Laptop

Sl. No.	Technical Specification of 8 No's of Laptop
1	Processor: Intel core i37th generation i3 7100 U 2.4 Ghz
2	Chipset: Integrated with processor
3	Memory (Min)- 4 GB@ 2400Mhz DDR4 with expansion Capability of upto 32 GB or above.
4	HDD (Min) - 500 GB SATA 7200 RPM or above
5	Screen Size and Resolution -14.0" (355mm) HD (1366x768), anti-glare, LED backlight, 220 nits, 16:9 aspect ratio, 400:1 contrast ratio .
6	Keyboard & Mouse-6-row, spill-resistant, multimedia Fn keys, & TrackPoint [®] pointing device and buttonless Mylar surface multi-touch touchpad
7	Wi-Fi & BT: Bluetooth 4.1 wireless, integrated in Wi-Fi + Bluetooth combo adapter.
8	Camera: HD720p resolution, fixed focus
9	HD Audio, Realtek ALC3268 codec / stereo speakers, 1W x 2 / dual array microphone, combo audio/microphone jack
10	Case Material: C/ABS plastic
11	Expansion Ports- Three USB 3.1 Gen 1 (USB 3.0, one Always On), VGA, Mini DisplayPort, Ethernet (RJ-45), Dock connector, Media reader : 4-in-1 reader (MMC, SD, SDHC, SDXC), supports SD 3.0,
12	Operating Systems- DOS
13	Battery: Li-Ion 3-cell (24Wh) Up to 7.24 hours
14	AC adapter: 45W or 65W AC adapter
15	Weight- 1.90 Kg
16	Mil-Spec test: MIL-STD-810G military certification
17	Carry Case- Bag Pack
18	Certifications: EPEAT [®] Gold ; ENERGY STAR [®] 6.1; RoHS-compliant
19	Warranty-3 Year onsite warranty

Signature of the Tenderer
With Company Seal

Date:
Place:

SPECIAL INSTRUCTIONS FOR TWO PART TENDER

1.1 MANNER AND METHOD FOR SUBMISSION OF TENDERS

- 1.1.1 All tenders in response to this invitation shall be submitted in Two Parts as under in the separate sealed envelopes. On top of the envelopes containing respective part, it will be clearly indicated in bold letters:-
- (i) Part I (Techno-Commercial)
 - (ii) Part II (Price)

- 1.1.2 A. **PART-I (TECHNO-COMMERCIAL)** This part of the tender shall include/contain all technical details, technical specifications, drawings and also the commercial terms and conditions of contract for the supplies to be made and the services to be rendered **EXCLUDING ANY PRICE DETAILS THEREOF.**

B. **PART-II (PRICE)** This part should contain only the prices of the stores offered for supply and the charges for the services to be rendered.

- 1.1.3 **Part-I (Techno-Commercial)** should contain/include only technical specifications, technical details, literature, reference to earlier supplies of similar item without enclosing the purchase order copies, drawings, quantity, time required for submission and approval of drawings, manufacturing and delivery schedule, inspection/testing procedure itemized list of spares and quantity (without price) recommended by the tenderer for purchase term of price mode and terms of payment, mode of dispatch, the quantum/percentage of statutory levies payable by the Purchaser as extra and all related commercial terms and conditions for the supplies and for the services like erection and commissioning to be rendered by the tenderers. The tenderer shall take special care **NOT TO MIX UP** the price of the stores in this part of the tender.

- 1.1.4 **Part-II(Price)** shall include/contain only price, price break-up, freight/safe delivery charges, charges for training of the Purchaser's engineers wherever applicable, lumpsum charges for erection and commissioning work as is envisaged in the Purchaser's tender document, testing charges, third party inspection charges etc. This part of the tender i.e. **Part-II (Price)** shall be enclosed separately in the sealed envelope.

1.2 TECHNICAL CLARIFICATIONS

- 1.2.1 After opening the **Part-I (Techno-Commercial)** of the tender, if it becomes necessary for the technical authorities/user department to seek clarification from the tenderers, the same will be sought for from the tenderers by the Technical authorities/user department, in such an event, the tenderer shall-

- (i) Furnish all technical information/clarification to the concerned technical authority directly in the sealed envelope to reach on or before the due date, and time fixed by the technical authorities in an ordinary envelope indicating the Purchaser's tender reference. If the technical clarification/details sought for by the technical authorities from the tenderers do not reach them on or before the due date and time fixed for its receipt, such tenders will be liable for rejection at the discretion of purchaser.

- (ii) Have an option to modify the price based on the technical clarifications or discussion the tenderers had with the user department. In case they wish to make any revision in the price, they should communicate such a revision in price in sealed cover within due date.

1.3 OPENING OF TENDERS

- 1.3.1 **Part-I (Techno-Commercial)** of the tender will be opened at the first stage on the due date and time indicated for opening in the tender notice. While the **Part-II (Price)** will be opened at the second stage on the date and time as intimated after scrutiny of Part-I (Techno-Commercial).
- 1.3.2 While all the tenderers who submit tenders within the due date and time specified for its receipt will be permitted to participate in the opening of Part-I (Techno-Commercial) of the tender on the due date and time indicated in the tender inquiry, the opening of the Part-II (Price) of the tender can be attended to only by such of those tenderers whose tenders are found to be technically suitable/acceptable to the Purchaser and to whom intimation thereof is given by the Purchaser by email, etc.
- 1.3.3 The tenders whose **Techno-Commercial Part (Part-I)** are found suitable/acceptable to the Purchaser, will be given advance intimation by the Purchaser to enable such tenderers to depute their representative to participate in the opening of the Part-II (Price) of the tender. The technically unqualified tenderers will neither be given any intimation about the due date and time for opening **Part-II (Price Bid)** of the tender nor will they be permitted to participate in the opening of the same. **Part-II (Price) of the technically disqualified tenderers will not be opened.**

Note:-

1. **Part-I (Techno-Commercial Bid)** and **Part-II (Price Bid)** should be submitted in separate sealed covers, super scribed with the Purchasers tender number and the Part number say Part-I (Techno-Commercial Bid) or Part-II (Price Bid).
2. **Both the Part envelops will be sealed in a cover envelope super scribed with the tender number and date and time of submission and opening of tender.**

Tenders not submitted in the manner specified above will be summarily rejected.

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

J AIS, DISTRICT - AMETHI

**Tender No. RGIPT/JAIS/Laptop/2017-18/01
DATED 25.09.2017**

i) Last date of receipt of tender	24.10.2017 (Tuesday)	03.30 pm
ii) Opening of Techno-Commercial Bids	24.10.2017 (Tuesday)	04.30 pm
iii) Opening of Financial Bid	At later date	

TECHNO-COMMERCIAL BID PART - I

Check-List for Techno-Commercial Bid

1. **All pages of the tender document shall be invariably signed by the authorized Personnel and Company's rubber stamp affixed.**
2. Photocopies of all certificates shall be self-attested by the authorized personnel. There shall be no corrections or overwriting in the tender document. Corrections, if any, should be made clearly and countersigned.
3. Token of Acceptance of Terms & Conditions given in **Annexure - I & Annexure - II. (Seal & Signed by the Authorized Signatory).**
4. Submission of Technical Compliance sheet as per **Annexure-III**
5. Provide complete information in **Annexure-IV**. This part of the tender shall contain company profile and commercial terms & conditions of contract for the supplies to be made and services to be rendered.
6. Provide the Declaration on company's letter head as suggested in the **Annexure-IV - A**.
7. **Non-Blacklisting Declaration** - Bidder shall provide duly signed certificate (Non-Blacklisting Declaration) as enclosed at **Annexure-V** with Techno-Commercial Bid on Rs. 100.00 Non-Judicial Stamp Paper.
8. **Price Reasonability Certificate - As per enclosed format - Annexure - VI.**
9. **Authorization Letter** - If the bid is submitted by authorized dealer/ distributor for branded makes, a authorization letter from principals clearly indicating that the vendor is the authorized to sell and provide services for the items mentioned in the scope of supply given in tender documents shall be produced.
10. **Copy of Purchase Orders** - Purchase Orders if any, for identical items supplied to other IISERs/IITs/Central Universities etc. for the preceding two years should be given together with the prices eventually or finally paid.
11. **Copies of Last three years audited balance sheet.**
12. **Copy of GST No. and PAN No.** allotted by the concerned authorities should be enclosed.
13. The makes/brand and name and address of the manufacturer, Country of Origin, and currency in which rates are quoted are to be clearly mentioned.
14. **Period of delivery, Period of Warranty** should be mentioned specifically.

Check-List for Price Bid

1. Submission of Price Bid as per format given at **Annexure - VII**.

Technical Compliance Statement for 02 No's Light Weight Laptop

Sl. No.	Specification	Comply Or Not Comply
1	Processor: Intel core i5 7th generation i5 7200 U 2.5 Ghz	
2	Chipset: Intregated with processor	
3	Memory 8GB (Min)- 1866MHz LPDDR3 / soldered to system board, no sockets	
4	HDD (Min) - 256 GB SSD	
5	Screen Size and Resolution -14.0" (355mm) FHD (1920x1080), anti-glare, LED backlight, IPS, 300 nits, 16:9 aspect ratio, 700:1 contrast ratio, 170° viewing angle	
6	Keyboard & Mouse-6-row, spill-resistant, multimedia Fn keys, & TrackPoint pointing device and button less Mylar surface multi-touch touchpad	
7	Wi-Fi & BT: Bluetooth 4.1 wireless, integrated in Wi-Fi + Bluetooth combo adapter.	
8	Camera: HD720p resolution, fixed focus	
9	Fingerprint: Integrated Finger Print Reader	
10	HD Audio, Conexant CX11871 codec / stereo speakers, 2W x 2 / dual array microphone, combo audio/microphone jack	
11	Case Material: Display cover: CFRP/GFRP hybrid; Bottom: magnesium alloy hybrid	
12	Expansion Ports- Two USB 3.1 Gen 1 (USB 3.0, one Always On), two USB 3.1 Type-C Gen 2 / Thunderbolt 3 (support data, video, and power delivery), HDMI 1.4b, Ethernet extension connector, MicroSD card reader, supports UHS-II microSD card	
13	Operating Systems- DOS	
14	Battery: Integrated Li-Polymer 3-cell (57Wh) Rapid Charge battery 15.5 hr Backup	
15	AC adapter: 45W or 65W AC adapter	
16	Max Weight- 1.20 Kg	
17	Mil-Spec test: MIL-STD-810G military certification	
18	Carry Case- Bag Pack	
19	Certifications: EPEAT Gold ; ENERGY STAR 6.1; RoHS-compliant	
20	Warranty-3 Year on-site warranty on Laptop	

Date

Signature of Tenderer
With Company Seal

Technical Compliance Statement for 08 No's Laptop

Sl. No.	Specification	Comply Or Not Comply
1	Processor: Intel core i37th generation i3 7100 U 2.4 Ghz	
2	Chipset: Integrated with processor	
3	Memory (Min)- 4 GB@ 2400Mhz DDR4 with expansion Capability of upto 32 GB or above.	
4	HDD (Min) - 500 GB SATA 7200 RPM or above	
5	Screen Size and Resolution -14.0" (355mm) HD (1366x768), anti-glare, LED backlight, 220 nits, 16:9 aspect ratio, 400:1 contrast ratio .	
6	Keyboard & Mouse-6-row, spill-resistant, multimedia Fn keys, & TrackPoint pointing device and buttonless Mylar surface multi-touch touchpad	
7	Wi-Fi & BT: Bluetooth 4.1 wireless, integrated in Wi-Fi + Bluetooth combo adapter.	
8	Camera: HD720p resolution, fixed focus	
9	HD Audio, Realtek ALC3268 codec / stereo speakers, 1W x 2 / dual array microphone, combo audio/microphone jack	
10	Case Material: C/ABS plastic	
11	Expansion Ports- Three USB 3.1 Gen 1 (USB 3.0, one Always On), VGA, Mini DisplayPort, Ethernet (RJ-45), Dock connector, Media reader : 4-in-1 reader (MMC, SD, SDHC, SDXC), supports SD 3.0,	
12	Operating Systems- DOS	
13	Battery: Li-Ion 3-cell (24Wh) Up to 7.24 hours	
14	AC adapter: 45W or 65W AC adapter	
15	Weight- 1.90 Kg	
16	Mil-Spec test: MIL-STD-810G military certification	
17	Carry Case- Bag Pack	
18	Certifications: EPEAT Gold ; ENERGY STAR 6.1; RoHS-compliant	
19	Warranty-3 Year onsite warranty	

Date**Signature of Tenderer
With Company Seal**

TECHNO-COMMERCIAL BID

(To be submitted in a separate sealed envelope)

For Supply & Installation of 10 Nos. Laptop at RGIPT, Jais, Amethi

1.	Name of Tendering Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)	
2.	Do you possess trade license issued by Competent Authorities in India? If so, please enclose a copy.	
3.	Name of Proprietor / Director	
4.	Furnish following particulars of the Registered Office a. Complete Postal Address	
	b. Telephone No.	
	c. Fax. No.	
	d. E-Mail Address	
5.	Furnish following particulars of the Local Branch Office. (if any) a. Complete Postal Address	
	b. Telephone No.	
	c. Fax. No.	
	d. E-Mail Address	
6.	PAN No. (Attach Attested Copy)	
7.	GST No. (Attach Attested Copy)	
8.	If Manufacturer - Pl. attach the certificate of Registration If Authorized Dealer / Distributer - Pl. attach relevant certificate.	
9.	Financial turnover for the last three financial Years & certified balance sheet must be enclosed with Techno-Commercial Bid. (Please attach copy of certificate by Chartered Accountant in original)	
10.	List of Major Clients - List of Educational Institutes/Universities, Government Departments, Research Organizations, to whom item/material of same type have been supplied by the bidder during the last three years. (Purchase Order Copies must be enclosed with the Techno-Commercial Bid or List of cli)	
11.	The agency should not have been black listed or banned by any Govt. Department, Government Organization, PSU, University, Autonomous Institute etc. A notarized certificate to this fact should be enclosed with techno-commercial bid as per Annexure. VI	

12.	Are you an ISO certified manufacturer? If so, please attach a copy of the certificate.	
13.	Please specify the minimum time required to supply the item / material from the date of receipt of the Purchase Order	
14.	Additional information, if any (Attach separate sheet, if required)	

Date

**Signature of Tenderer
With Company Seal**

DECLARATION
(On Company's Letter Head)

1. I, _____ Son/ Daughter of Shri _____ Proprietor/
Partner/CEO/MD/Director/Authorized Signatory of M/s _____ am
competent to sign this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey
my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to
the best of my knowledge and belief.
4. 4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated
document would lead to rejection of my tender at any stage besides liabilities towards prosecution
under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed
and signed, and I take full responsibility for the entire documents submitted.

Date: -----
Place: -----

Signature of the Authorized Person

Full Name: -----
Company Seal: -----

CERTIFICATE & DECLARATION

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT, Jais, Amethi is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. **Further RGIPT, Jais, Amethi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.**

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.

Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization.

Date

Signature of the Tenderer

Place

Stamp

Note: This certificate should be executed on duly notarized ` 100/- Non Judicial Stamp Paper.

**PRICE REASONABILITY CERTIFICATE
(ON THE LETTER HEAD OF THE BIDDER)**

It is certified that the rates quoted against Tender No. dated
.....for the items vide our Quotation No.
.....datedare exclusively for supply to
ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt. /PSU^s for
similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any
stage it has been found that the quoted rates are higher than the rates applicable to supply to
Government then in such condition RGIPT, Jais - Amethi, will have the right to cancel the approved
rates and to take legal action against the tenderer.

Yours faithfully,

(Name of manufacturers)

(Signature with date) (Name and designation)

Duly authorized to sign tender for and on behalf of

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

JAIS, DISTRICT - AMETHI

**Tender No. RGIPT/JAIS/Laptop/2017-18/01
DATED 25.09.2017**

i) Last date of receipt of tender	24.10.2017 (Tuesday)	03.30 pm
ii) Opening of Techno-Commercial Bids	24.10.2017 (Tuesday)	04.30 pm
iii) Opening of Financial Bid	At later date	

PRICE BID PART - II

PRICE BID – Procurement of 02 Nos. LIGHT WEIGHT LAPTOP

(To be submitted in a separate sealed envelope)

Enquiry No. _____

Supply of: _____

Currency: _____

Sl. No	Description of Item	Quantity	Rate Quoted per Unit	Total Amount
1.	Light Weight Laptop with three years on-site warranty (As per technical specifications mentioned in the tender document)	02		
	Sub Total			
	Discount Offered			
	Discounted Price			
	Add: GST & Duties			
	Add: Installation Charges			
	Net Price Offered (in Fig. and words) (FOR, Jais, Amethi)			

- Note :**
1. The above price should be FOR, Institute (RGIPT, Jais, Amethi).
 2. **Please indicate basic price, discount offered, Taxes, Duties, transportation charges etc. separately.**
 3. **Price of Optional items and accessories shall be quoted separately.**
 4. In case the price quoted in Foreign Currency (Other than INR), for the purpose of comparison the Exchange Rate prevailing on the date of opening of Financial Bid will be considered.
 5. The above prices are valid for 90 days after the opening of Financial Bid.

Date

Place

Signature of the Tenderer
Name of the Authorized Signatory
Stamp

PRICE BID - Procurement of 08 Nos. BASIC LATEST CONFIGURATION LAPTOP

(To be submitted in a separate sealed envelope)

Enquiry No. _____

Supply of: _____

Currency: _____

Sl. No	Description of Item	Quantity	Rate Quoted per Unit	Total Amount
1.	Basic Latest Configuration Laptop with three years on-site warranty (As per technical specifications mentioned in the tender document)	08		
	Sub Total			
	Discount Offered			
	Discounted Price			
	Add: GST & Duties			
	Add: Installation Charges			
	Net Price Offered (in Fig. and words) (FOR, Jais, Amethi)			

- Note :**
1. The above price should be FOR, Institute (RGIPT, Jais, Amethi).
 2. **Please indicate basic price, discount offered, Taxes, Duties, transportation charges etc. separately.**
 3. **Price of Optional items and accessories shall be quoted separately.**
 4. In case the price quoted in Foreign Currency (Other than INR), for the purpose of comparison the Exchange Rate prevailing on the date of opening of Financial Bid will be considered.
 5. The above prices are valid for 90 days after the opening of Financial Bid.

Date

Place

Signature of the Tenderer

Name of the Authorized Signatory

Stamp